Anna K. Rauvenpoor

535 Windermere Blvd.  Amherst, NY 14226  (716) 200-8689  arauvenpoor@gmail.com

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# Education & Certification

**MLS - School Library Media Specialist**

State University of New York University at Buffalo, June 2013, GPA 3.98

**Library Media Specialist Certification in New York State**

**BA – Communications**

State University of New York College at Oswego, 1992, magna cum laude

# Library Experience

**Dodge Elementary - Williamsville, NY**

*Spring 2013 Practicum – Supervising LMS, Joanne McGavern*

* Acted as an instructional partner through the implementation of collaboratively planned learning experiences.
* Instructed five classes every day (K-4) on a fixed library schedule.
* Conducted a month-long instructional unit with Grade 3 students on the research process.
* Prepared fifty new Nooks for circulation by processing each, acquiring, cataloging, and loading e-books, and promoting their use among the student body.
* Participated in a district-level school librarians’ meeting with the district curricular specialist, district librarians, and supervising LMS.

**Buffalo Academy of the Sacred Heart - Buffalo, NY**

*Spring 2013 Practicum – Supervising LMS, Lyn Biniszkiewicz*

* Conducted group research instruction on the use of electronic databases for the Grade 10 Social Studies students in preparation for an upcoming research project.
* Acted as an instructional partner through the implementation of a collaboratively planned Grade 9 Science research project on invasive species.
  + Instructed students in the use of electronic databases and citation tools.
  + Created multiple classoom wikis and provided instruction in using them as a collaborative workspace.
  + Modeled the research process and created an example presentation of the project.
  + Monitored the research process and provided guidance and feedback using wiki technolgy.
* Provided professional development instruction on the creation and management of classsroom wikis for the supervising LMS and the Grade 9 Science teacher.
* Completed a targeted weeding project and focused collection analysis of The Arts (700s). Prepared a recommendations list to replace weeded materials based on curricular needs.
* Participated in faculty meetings with teachers, principal, and supervising LMS.

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**Windermere Boulevard School - Amherst, NY**

*2012-2013 Field Experience / Work Completed for Courses*

* Collaborated with the LMS and the Enrichment specialist to create and implement a video book talk project for Grade 5 students.
* Collaborated with the Enrichment specialist to create new instructional materials for a Grade 5 unit on architecture.
* Created a promotional display in the LMC for a new book series focusing on cultural diversity.

# Employment History

**Falafel Bar - Amherst, NY**

*2002-present Owner*

* Designed and built multiple locations of this small, local Mediterranean eatery.
* Managed personnel and customer relations aspects of the business.
* Planned the budget and managed resources.
* Developed and executed marketing strategies.
* Wrote all public relations material.

**DocuStar – Ra’anana Israel**

*1997-2000 Technical Writer*

* Worked with a team to create many different forms of electronic and print documentation including: how-to-guides, quick references, and procedures manuals.
* Participated in client focus groups in order to determine the scope and nature of the project.
* Designed documentation using a variety of desktop publishing tools.

**WGR-AM 550 – Buffalo, NY**

*1993-1995 Reporter*

* Researched facts and events surrounding local news stories.
* Gathered local news in the field by responding to breaking news and scheduled news events.
* Wrote and delivered on-air reports of local news events.

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# Volunteer / Other Experience

**Hospice of Buffalo - Cheektowaga, NY**

*2009-present Host bi-annual dinner for patients and their families at the Mitchell Campus*

* Provide dinner for all in-house patients, their families, and staff at Hospice Buffalo’s Mitchell Campus.
* Serve food to patients and their families in the main dining room or deliver food to their rooms.
* Assist in clean-up after the meal.

**New York Heritage Digital Collections**

*Fall 2012*

* Digitized the Nickell Collection of Dr. R.V. Pierce medical artifacts for the New York Heritage Digital Collections project. <http://nyheritage.nnyln.net/cdm/landingpage/collection/ZCQ001>

**State University of New York University at Buffalo – MArch program**

*2008-2010 Enrolled full-time in the Master of Architecture program at UB*

* Completed 50 credit hours and maintained a GPA of 3.5.
* Gained extensive knowledge of design and design tools and technology.

# Professional Affiliations & Committees

American Library Association (ALA)

American Association of School Librarians (AASL)

New York Library Association (NYLA)

School Librarians’ Association of Western New York (SLAWNY)